

Misc.

680

A Hand-Book
for
Foreign Missionary Workers
in
Synodical, Presbyterian, Auxiliary and
Young People's Societies



Philadelphia
Woman's Foreign Missionary Society of the Presbyterian Church
1334 Chestnut Street
1896

A Hand-Book

for

Foreign Missionary Workers

“Work as though all depended on yourselves.
Pray as though all depended on God.”

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A Prayer

“ O Lord of Souls, Who hast chosen and called me to service in Thy Church, all my trust is in Thee, for in Thee are the springs of my life. Abundantly give me of Thy Blessed Spirit, without whom nothing is strong, nothing is holy ; and use me as it shall please Thee for the glory of Thy Name. Make my will patient, my conscience pure, my temper bright. Empty me of self, and fill me with the meekness of wisdom. Increase my faith, mellow my judgment, stir my zeal, enlarge my heart. Let my life enforce what my lips utter. Do Thou choose for me the work I do, and the place in which I do it ; the success I win, and the harvest I reap. Preserve me from jealousy and impatience ; from self-will and depression. Make me faithful unto death, and then give me the crown of life.

All this I ask for Christ's sake : AMEN.”

Introduction.

The foreign missionary work of the Presbyterian Church in the United States of America is in charge of a corporation called

THE BOARD OF FOREIGN MISSIONS

whose headquarters are at the Mission House, 156 Fifth Avenue, New York. This Board consists of twenty-one men, ministers and laymen, who are appointed by the General Assembly. The Secretaries and Treasurer of this Board are salaried men, who devote all their time to its service. Among the

DUTIES OF THIS BOARD

are the selection of foreign fields of labor, the appointment of missionaries, the promotion of missionary interest among the home churches, and the receipt and expenditure of funds committed to its charge. So varied and comprehensive is its work that it can be called a Board of Education, of Publication and Sunday School Work, of Church Erection, of Ministerial Relief and of Aid to Colleges and Academies.

MISSIONS.

“In general a Mission consists of all the foreign missionaries under appointment by the Board within specified territorial limits. For the transaction of business the men are regarded as constituting the administrative force of the Mission. The women of the Mission, however, who are actively engaged in mission work (the Mission to determine when

this condition is met), are entitled to vote on what is known as Woman's Work."* These Missions often take their name from their principal station, as Lodiana Mission in India, Canton Mission in China, or from their geographical position, as the Eastern and Western Missions of Japan.

" A STATION

consists of all foreign missionaries appointed by the Board within certain limits prescribed by the Mission."*

THE FIELDS †

of the Board are in Western Equatorial Africa, India, Siam and Laos, China, Japan, Korea, Persia, Syria, Brazil, Chili, United States Colombia, Central America and Mexico, and among the Chinese and Japanese in America.

ESTIMATES

are annually sent to the Board by the Missions for the sums considered necessary to carry on the various branches of their work during the coming year.

APPROPRIATIONS

deemed advisable are then made by the Board to each Mission, the receipts of the past year and the probable receipts of the coming year being used as a basis of calculation.

COST OF ADMINISTRATION.

This has so often been over-estimated that it is wise to say here that at least ninety-four cents of each dollar given to the Board for missionary work is expended in the foreign field.

* Manual of Board of Missions.

† See Historical Sketches of Board's Missions. Price, 10 cents each; cloth, \$1.00 for complete series.

WOMAN'S FOREIGN MISSIONARY SOCIETIES.

Auxiliary to the Board of Foreign Missions are seven organizations of women, which have for their object the Christianization of women and children in Papal, Moslem and heathen lands. The headquarters of these societies are in Philadelphia, New York, Chicago, Albany, St. Louis, San Francisco and Portland, Oregon. In the work of these seven societies questions arise, in the settlement of which all should have a voice ; there is much to be done, in which all should have a share, hence

A CENTRAL COMMITTEE,

composed of representatives from each society, is appointed to consider these questions and direct this work, meeting at times and places which suit its own convenience and the needs of the work. This Committee also has charge of the Woman's Foreign Missionary Meeting, held during the sessions of the General Assembly.

A GENERAL SECRETARY.

is their salaried executive officer, appointed by the Board of Foreign Missions and Central Committee jointly, having her office at 156 Fifth Avenue, New York. She is the medium of communication between the Board of Foreign Missions and the Women's Societies, and, as part of her work, distributes among the seven societies, according to regulations agreed upon, such Special Objects * as come within the province of woman's work.

* See Special Objects, page 12.

Woman's Foreign Missionary Society, of the Presbyterian Church, Philadelphia.

This is the oldest and largest of the seven Women's Foreign Missionary Societies. It was organized in 1870; incorporated in 1881. Its TERRITORY includes the Synods of New Jersey, Pennsylvania, Baltimore, Ohio and Tennessee; with the Presbytery of Southern Virginia and some other organizations in the Southern States. It supports missionaries and evangelistic, medical and school work in nearly every Mission of the Presbyterian Church.*

The business of the Society is conducted by a Board of Directors, thirty-five in number, from whom the officers are elected. The directors and officers are nominated at the Annual Assembly in April and elected at the meeting of the corporation, held in Philadelphia on the first Tuesday in May.

Visitors are cordially invited to the

MEETING of DIRECTORS at 11 A. M., on the first Tuesday of each month, from October to June;

PRAYER MEETING at 11 A. M., on the third Tuesday of each month, from September to June;

Daily Meeting for prayer at 3 P. M., from Monday to Saturday of the WEEK OF PRAYER, beginning the Monday after the first Sunday of January.

The ANNUAL ASSEMBLY of the Society is held in various parts of its territory on the last Wednesday and Thursday of April. Every Synodical and Presbyterial Society, Auxiliary, Young People's Society and Band connected with the Society is entitled to one delegate.

* See "Story of Twenty Five Years." Price, 5 cents.

A CONCERT OF PRAYER for missionary workers is recommended, to be observed in the home on Sabbath afternoon, during the whole or a part of the hour from five to six.

FOR LIST OF OFFICERS AND DIRECTORS see Annual Report * and *Woman's Work for Woman*, third page of cover.

FOR LIST OF MISSIONARIES, see Annual Report.

FOR MONTHLY NEWS OF SOCIETY, see column headed "From Philadelphia," Home Department, *Woman's Work for Woman*.

For *Copied Letters from Missionaries and Reports of Schools*, send with postage to headquarters, Philadelphia.

COMMITTEES.

on Finance, Publication, Nominations, Missionary Candidates, Prayer Meeting, Hospitality, Library, Rooms, are appointed annually. Their Chairmen with the President, Vice-Presidents and Secretaries of the Society constitute an

EXECUTIVE COMMITTEE.

This committee meets every Tuesday morning, except during July and August, to consider the various departments of the work of the Society. All committees report to the Directors at their monthly meeting.

The CORRESPONDENCE of the Secretaries is carried on at their homes. Letters addressed to them at headquarters are always forwarded promptly.

A LIBRARY

of carefully selected volumes relating to missionary subjects is free to readers of the city and vicinity and affords valuable

* Price 15 cents.

assistance in preparation for meetings and in home study and reading.

LIFE MEMBERSHIP.

The payment of twenty-five dollars in a single payment constitutes a life membership.

THE SUMMARY OF WORK FOR 1896
is given as an illustration of the work of the Society.

Synodical Societies, 4.

Presbyterial Societies, 52.

Auxiliary Societies, 1498.

Bands and Sabbath Schools, 1276.

Y. P. S. C. E., 291.

Jr. S. C. E., 139.

Missionaries supported, 157.

Bible Readers and Teachers, 101.

Day Schools, 146.

Boarding Schools, 37.

Medical Missionaries in the field, 12.

Medical Candidates in College and Hospital, 7.

Total Receipts May 1, 1895—May 1, 1896. \$140,945.56

Cost of administration, 1.7 per cent.

MISSIONARY CANDIDATES.

Young women, applicants for appointment to foreign mission work under the Presbyterian Board, should, as the first step, address one of the Secretaries of the Woman's Board or Society within whose geographical bounds they live.* Usually there is one secretary having this particular matter in charge, and her name can be found

* For geographical bounds of this Society, see page 8 of this book.

among the list of officers of the Board or Society. It would save time and disappointment in many cases, however, if, before making application, a candidate would most earnestly consider whether she has certain essential qualifications for efficient service. Among these are vigorous health, mental training and furnishing beyond a common school education; power of adaptation to new circumstances, ability both to learn and to teach successfully, and absolute self-surrender to the work so long as life and strength shall last. No thought of term limit, or conditional appointment; no restless desire for change; no romantic ideas of the service; should be allowed to enter into the mind of one offering herself for this most sacred labor.

She should offer all she has and all she is to her Master, if so be that He will send her forth on this errand of mercy to His lost ones on heathen ground.

When her application has been made, the required testimonials obtained and the blanks filled (concerning all of which the secretary whom she has addressed will advise her) she will then, if she is wise, await patiently the decision of the Board of Foreign Missions, to whom the application ultimately goes. Her case now rests with them, and it will be decided in view of the needs and requests of the field and the fitness of the applicants from the different Boards and Societies, who may at the time be before them.

She will be duly informed of the decision, and she will do well to accept it as the voice of her Master to her, bidding her go or stay. To no higher calling can a young woman give herself than to this—yet her heart may lead her towards a position for which nature and training have not fitted her, and it is therefore well that she leave the matter in other hands than her own, in quiet confidence and submission.

SPECIAL OBJECTS.*

The subject of Special Objects has assumed more than usual importance of late, and some effort has been made to turn the entire current of Missionary contributions into the General Fund.†

Much thought has been given to the problem what arrangement is best for the Societies at home, and the missionaries abroad. Differences of opinion exist, but while all admit the need of improvement in this branch of our work, it seems clear that the time has not come for any radical change. It is still true that the average Auxiliary or Band needs some definite object to arouse and hold its interest in missions.

The salaries of men sent out by the Board, are provided for, by the general contributions of the church, but the women, almost without exception, are under the care of a Woman's Society, and are supported by the contributions of its members, thus keeping in closer sympathy with the workers at home.

The salary of an unmarried missionary varies in different fields, while that of a missionary's wife is \$400, (the sum, which her husband receives in addition to his salary as an unmarried man.) Let each Society keep in touch with the missionary it supports, and show in every possible way its appreciation of her work.

In other Special Objects, it seems best to eliminate as far as possible the personal element. For instance, we shall give out our Bible Women by number, instead of by name, so that vacancies caused by death or other changes may be filled without disturbing the supporters.

* See leaflet, A Secretary's View of Special Objects.

† See page 13.

In the schools we shall offer shares in place of individual scholarships, and the contributors to a share are entitled to reports from the school, but not to letters from a particular pupil. The reason for this is obvious. Very rarely can a boy or girl in these schools write in English, and the translation of many letters would be a heavy burden on the missionary.

Shares in medical and hospital work may be had, as Special Objects, also new buildings, zenana work, freight and travel, etc.

Need we say that application for Special Objects should be made to the secretary of that department, and that only those objects, which belong to our Society, and are included in the estimates of our Board, can be credited?

Prompt payment of pledges for salaries, shares, etc., is urged, and notice should be sent to the secretary when changes occur.

Money is needed for our Special Objects—Prayer is needed for God's blessing on them. *You* are needed to contribute the money, to offer the prayer of faith, and to give yourself to whatever Special work he has ready for you.

Money not designated for some particular object, constitutes the GENERAL FUND, from which all work not assumed by individuals or societies, is supported.

MISSIONARY BOXES.

Boxes for foreign fields are intended principally to supply the missionary with the means of giving prizes to pupils, or providing Christmas gifts for children in Sunday Schools. Societies wishing to send boxes can obtain information in regard to articles suitable, and the proper way to send them, by writing to the missionary headquarters at Philadelphia.

These boxes should always be "extras," and on no account be allowed to interfere with the regular gifts of societies, and care should be exercised in the selection of contents, as the cost of transportation is necessarily great. Picture cards and packages of small articles may be sent by mail.

PUBLICATIONS.

The publication work of this Society is not only self-supporting, but a source of revenue. The net balance to credit of printing account for 1896 was \$915.50.

The publications are all intended to be helpful to missionary workers. They include Sketches of the Mission Fields, Question Books on the different fields, exercises and leaflets of great variety for old and young. Among the latter will be found leaflets on methods of work, giving, prayer, stories, incidents from the foreign field, etc. Constitutions, mite boxes and Band certificates are always kept on hand. Lists of leaflets may be had on application.

MAGAZINES.

WOMAN'S WORK FOR WOMAN, having a circulation (1896) of 16,889, is an illustrated foreign missionary magazine, and the only one of its class in the Presbyterian Church. It is published monthly, under the direction of all the Woman's Foreign Missionary Societies, at the Mission House, 156 Fifth Avenue, New York. Terms, 50 cents a year. No club rates.

OVER SEA AND LAND, a missionary magazine for the young, is published monthly by the Woman's Home and Foreign Missionary Organizations of the Presbyterian Church,

at Philadelphia. Circulation (1896), 19,370 ; single copies, 35 cents per year ; five copies or more to one address, 25 cents each.

THE YEAR BOOK

of Prayer gives names of missionaries, arranged for daily prayer, with appropriate texts. Price, 10 cents.

FORMS OF BEQUEST AND DEVISE.

PERSONAL ESTATE.

I give and bequeath to "THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH," a corporation created under and by virtue of the laws of the State of Pennsylvania, and having its principal place of business in the city of Philadelphia, the sum of —— dollars.

REAL ESTATE.

I give and devise to "THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH," a corporation created under and by virtue of the laws of the State of Pennsylvania, and having its principal place of business in the city of Philadelphia (*here insert a description of the real estate*).

NOTE.—In every case the testator should, if possible, consult reputable local counsel, so as to guard against the purpose of the will being defeated through want of attention to necessary formalities in the execution of the will or otherwise.

Synodical Societies.

The Synodical Society is the natural outgrowth of work on Presbyterian lines and commends itself in many ways.

(1.) It brings the Woman's Foreign Missionary work in the Synod under the notice and care of that body, by an annual report through official channels, receiving in return the sympathy and support of Synod and its approval of the officers chosen.

(2.) The Synodical Society and its officers may be in close connection and correspondence with Synod's Foreign Mission Committee, making concerted movement possible.

(3.) The Synodical Union of the Presbyterian Societies does much to stimulate and increase the efficiency of their work. The spirit and methods of the stronger will help and invigorate the weaker and all will be stirred to devise more liberal things. Improved plans, larger gifts and closer relations between the Parent Society and the Synodical organization will be results of such a union.

(4.) An annual meeting in the fall, when the work should be taken up with new vigor, can but stimulate interest, give fresh information and arouse to action.

(5.) The bond of union may be further strengthened by the taking of a special Synodical object for offerings, as one around which hearts, prayers, and mutual efforts may centre, and by the loving helpful conferences of the officers of Presbyterian and Synodical Societies.

CONSTITUTION FOR A WOMAN'S SYNODICAL FOREIGN MISSIONARY SOCIETY.*

ARTICLE I.—This Society shall be called THE WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE SYNOD OF ———

ARTICLE. II —It shall consist of all the Presbyterial Societies of the Synod, auxiliary to "The Woman's Foreign Missionary Society of the Presbyterian Church, Philadelphia."

ARTICLE III.—The object of the Society shall be to enlarge, strengthen and unify the work of the Presbyterial Societies, and to assist the Parent Society in planning specific work within the Synod.

ARTICLE IV.—The officers of this Society shall be a President, Vice-Presidents, a Recording Secretary, a Corresponding Secretary, who shall also be Treasurer of the Contingent Fund, a Secretary of Literature, and a Secretary of Young People's Work. These officers shall constitute an Executive Committee, five members of which shall be a quorum for the transaction of business. The Presidents of the auxiliary Presbyterial Societies shall be the Vice-Presidents.

ARTICLE V.—The President shall preside at all meetings of the Society, and shall have general oversight of the work. She shall call the meetings of the Executive Committee.

ARTICLE VI.—The Vice-Presidents shall assist the President in her duties, and preside, upon request, in her absence.

* The Constitutions given in this Hand Book are intended as models and may be modified to suit local needs.

ARTICLE VII.—The Recording Secretary shall keep the minutes of the annual meeting, notify new officers of their election, and committees of their appointment, and act as Secretary of the Executive Committee.

ARTICLE VIII.—The Corresponding Secretary shall attend to all the correspondence of the Society. She shall keep constantly in touch with the work of the Presbyterian Societies, and shall present a report annually to the Woman's Foreign Missionary Society of Philadelphia and a condensed report to Synod at its meeting. As Treasurer of the Contingent Fund, she shall receive, report, and disburse, as directed by the Executive Committee, all money received for the expenses of the Society.

ARTICLE IX.—The Secretary for Young People's Societies shall be in close correspondence with the Presbyterian Secretaries in this department, and also with the Secretary for Young People in Philadelphia. Her aim shall be to promote a missionary spirit among the societies; to impart instruction as to the best methods of work, and, by all the means at her command, to strengthen and unify this important branch of our Society. From the annual reports of the Presbyterian Secretaries for Young People, and from her correspondence with them she shall present a statement of their conditions and progress at the annual meeting of the Synodical Society, and receive help and counsel from the Executive Committee.

ARTICLE X.—The Secretary of Literature shall correspond with the Presbyterian Literature Secretaries, and through the Presbyterian officers shall endeavor to secure the appointment of such where they do not exist. She shall bring to their notice all the fresh and helpful publications and methods of work as they come to her. At the annual meeting of the

Synodical Society she shall make a concise report of her work; shall have there for inspection and sale a supply of the magazines, and of the best and newest leaflets, and in all the ways open to her stimulate a wider reading as the means of increased interest.

ARTICLE XI.—The annual meeting of this Society shall be held in October, at which time the reports of the Corresponding Secretary and Treasurer and of the other Secretaries shall be presented, officers elected and conference held as to the work of the coming year.

ARTICLE XII.—The privilege of voting on the election of officers and on all constitutional questions shall be restricted to the official delegates and the officers of the Society. The Nominating Committee shall be appointed a year in advance.

ARTICLE XIII.—The expenses of this Society for stationery, postage and printing, and of those especially invited to the meetings, shall be paid from the Contingent Fund, and, if practicable, the traveling expenses of the officers of the Society to its annual meeting. This fund shall be raised by a collection taken at each annual meeting, and an assessment levied *pro rata* upon the Presbyterial Societies. The amount of the assessment shall be determined annually by the Executive Committee. When so determined, the Corresponding Secretary shall notify the Treasurers of the auxiliary Presbyterial Societies, asking that the amount be sent to the Treasurer of the Contingent Fund.

ARTICLE XIV.—This Constitution may be amended at any annual meeting of the Society by a two-thirds vote of the members present, due notice having been given to the Presbyterial Societies and official delegates.

Presbyterial Societies.

The object of the Presbyterial Society is to unite the organizations of a Presbytery in such a way as to stimulate interest and activity, to secure the careful oversight of the work in the churches, and to promote uniformity in methods and co-operation in plans of work.

CONSTITUTION OF A PRESBYTERIAL SOCIETY.*

ARTICLE I.—This Society shall be called “The Woman’s Foreign Missionary Society of the Presbytery of ——”

ARTICLE II.—Its object shall be to promote the formation of Foreign Missionary Societies in all the churches of the Presbytery; to stimulate, encourage, and systematize efforts for the elevation of women and children in heathen, papal, and Moslem lands in connection with the Woman’s Foreign Missionary Society of the Presbyterian Church, and to diffuse intelligence and excite missionary interest in old and young.

ARTICLE III.—It shall include all the Auxiliary Societies and Young People’s organizations of the Presbytery working in connection with the Woman’s Foreign Missionary Society. The officers of the Societies with two delegates from each shall be entitled to vote at the regular meetings and five delegates representing as many different churches, shall constitute a quorum to transact business.

ARTICLE IV —The officers of this Society shall be a President, five or more Vice-Presidents, a Recording Secretary, a Corresponding Secretary, a Secretary for Young People’s Work, a Secretary for Missionary Literature, and a Treasurer, all to be nominated by a Nominating Committee and elected at the annual meeting.

* See note page 17.

ARTICLE V.—The President shall preside at all the meetings, call special meetings whenever requested by three Auxiliary Societies, and take general supervision of the work, so dividing the labor with the Vice-Presidents that each church in the Presbytery, shall be visited, if possible, in the course of the year. In the absence of the President or her inability to act, the Vice-Presidents shall, in their order, perform the duties of the President.

ARTICLE VI.—It shall be the duty of the Recording Secretary to record the proceedings of the Society, give notice of all meetings, notify committees of their appointment, and keep a full list of all the organizations under the care of this Society, with such statistics concerning them as shall be sent to her from Auxiliaries, Bands and Christian Endeavor Societies. She shall also act as Secretary for the Executive Committee.

ARTICLE VII.—It shall be the duty of the Corresponding Secretary to prepare the Annual Report and forward it, with the list of officers, annually to the Presbyterial Secretary at Philadelphia, also to notify her of the organization of new Auxiliaries, Bands, and Christian Endeavor Societies as soon as reported to her, and to carry on such other correspondence as may arise in connection with the work. She shall also receive and distribute the blanks to be used by the Auxiliaries, Bands, and Christian Endeavor Societies in giving information for her annual report.

ARTICLE VIII.—The Secretary for Young People's Work shall have special oversight of all efforts put forth in connection with this society among young people and children, visiting such organizations when desirable, and keeping herself acquainted with their condition and work.

ARTICLE IX.—The Secretary of Missionary Literature

shall supply Auxiliaries and Bands with leaflets and copied letters, whenever in her judgment their influence is needed, not waiting for requests. She shall endeavor to increase the circulation of *Woman's Work* and *Over Sea and Land* within the bounds of this Society.

ARTICLE X —It shall be the duty of the Treasurer to take charge of all funds, crediting them to each Society from which received. These funds she shall pay over quarterly to the Treasurer of the Woman's Foreign Missionary Society of the Presbyterian Church, Philadelphia, for such objects as may be ordered by this Society or by the Auxiliary, Band, or Christian Endeavor Society sending the funds. She shall also have charge and keep separate account of all funds contributed for the incidental expenses of this Society, and shall pay out the same only on the written order of the President. She shall report the condition of the treasury whenever called upon to do so by the Executive Committee, and shall prepare a report for the annual meeting of the Society. Her annual report shall also be sent to the Treasurer of the Woman's Foreign Missionary Society, Philadelphia, not later than April 10th each year. Her accounts shall be annually submitted to an Auditing Committee.

ARTICLE XI.—The officers of the Presbyterial Society, together with the President of each Society and Band, and a representative from each Christian Endeavor Society, shall constitute an Executive Committee, whose duty shall be to watch over the Societies within the bounds of the Presbytery, to conduct systematic visitation thereof as they may deem desirable, and in every way possible to promote the efficiency of such organizations as are already formed, and to secure the formation of others.

ARTICLE XII.—This constitution may be amended at

any regular meeting of the Society, by a vote of two-thirds of the members present, provided that such amendment shall have been submitted in writing at a previous regular meeting of the Society, and that due notice of such amendment shall have been sent by the Secretary to each Auxiliary Society.

BY-LAWS.

(1.) Stated meetings of this Society shall be held ————— the former being the annual meeting, at which the reports for the year shall be presented and officers elected.

(2.) Every meeting shall be opened with Scripture reading and prayer.

(3.) The Executive Committee shall meet ————— It shall make arrangements for meetings and shall have power to call special meetings and to fill vacancies among officers. Five members shall constitute a quorum.

(4) A nominating and an Auditing Committee shall be appointed annually by the President and such other sub-committees as may be necessary.

(5.) A Contingent Fund* shall be provided to defray the necessary expenses of the Society.

(6.) A brief report of the work of the Society shall be sent to Presbytery to be read at its Annual Meeting.

(7.) The members of the Society shall keep in mind the weekly concert of prayer for missionary workers on Sabbath afternoon between five and six.

* This fund may be raised by assessment upon each Society or by collections at Presbyterial meetings, as seems desirable.

HINTS TO PRESBYTERIAL PRESIDENTS.

Do not forget that your office is one of importance and of ever-growing usefulness.

Become familiar with the condition of your Auxiliary Societies. Writing to them frequently, visiting them if possible. One President by using the mimeograph sent five letters to her Auxiliary Societies during the year.

Let your auxiliary officers know that you have a personal interest in them and their work. "Commend often; never scold," is a safe rule in missionary organizations. Keep constantly before them the thought that more desirable than money, is the arousing and maintaining an earnest missionary spirit, and a growing belief in the wonderful power of prayer. Plan some work as a Presbytery; it will prove a bond of sympathy between your Societies. If you support a missionary, let the Auxiliaries become familiar with her work and encourage them to write to her and pray for her.

HINTS TO VICE-PRESIDENTS.

The office of Vice-President is not merely honorary, but should be one of large usefulness. In many Societies each Vice-President is assigned a district for which she is responsible. She visits the Societies, either alone or with another officer of the Presbyterial Society, encouraging and directing them in their work. Good results often follow a visit to a church where no missionary organization exists.

In some Societies the Vice-Presidents are expected to make a short report at the annual meeting.

HINTS TO CORRESPONDING SECRETARIES.

Perhaps the most important part of a Corresponding Secretary's work is the preparation of the Blank to be sent

annually to headquarters. It is difficult to secure the prompt return of the small blanks from local Societies, but perseverance, with a free use of postal cards, will accomplish wonders.

A Presbyterian Secretary should be familiar with the condition and needs of the Auxiliaries. She can accomplish much toward this end by correspondence, but a personal acquaintance with the Auxiliary Secretaries will help more.

HINTS TO PRESBYTERIAL TREASURERS.

The Presbyterian Treasurer should make her payments to the Parent Society quarterly or semi-annually, letting the treasurers of local Societies know the exact dates at which these remittances will be made, and that money will be sent to Philadelphia only at these times. If funds are received after the regular day they should be kept until the next quarterly payment.

In making quarterly payments, write the names of Societies in an alphabetical list, putting the Bands under the church to which they belong. Write the amount from each in figures in a column, add up the column and verify it and be sure that it corresponds with the check or draft sent at the same time.

A remittance should be made payable "To the Treasurer of the Woman's Foreign Missionary Society."

The Special Object for which each sum is contributed should be given each time. If money is for the General Fund, no designation is necessary. If an Auxiliary or Band contributes less than \$50 a year, semi-annual payments are sufficient.

When money is received for an object which seems to be outside the legitimate work of our Society, the Treasurer should correspond with the sender and find by whom the object was suggested and also write to headquarters to know whether it will be authorized or not before sending the money.

Be careful not to accept from Christian Endeavor Societies money which has been pledged for the support of a male missionary, as all such funds should be sent directly to the Board of Foreign Missions, 156 Fifth Avenue, N. Y., not through any Woman's Society.

If an Auxiliary is known by a different name from that of the church to which it belongs, the name of the church should be placed first, adding the additional name in parenthesis.

In preparing the annual report, for which a blank is sent each year, write out the list of Societies and Bands as they appear in the Annual Report of the Parent Society, putting opposite each the total amount received during the year and giving the special object or objects in the proper column. As the amount to be appropriated to each object has been designated when the money was sent it is not necessary to itemize again in the report. Always add up all columns. Send the last quarterly statement with its corresponding amount of money entirely distinct from the Annual Report. It should not be included in the report, expecting the Treasurer to hunt out the items not included in former quarterly payments.

Any money received after the annual Presbyterial report has been sent to headquarters should be held and sent with the first quarterly payment for the next year.

SECRETARIES OF LITERATURE.*

(1.) The first duty of the Presbyterian Secretary of Literature is to secure, by correspondence with Auxiliary officers, the election of efficient Literature Secretaries in each Auxiliary in her Presbytery. She should by correspondence or interview give these Secretaries all possible help and stimulus.

(2.) She should present a report at the annual meetings of the Presbyterian Society and at such times take charge of the Literature Table. This is an opportunity for arousing interest in her particular work, by calling attention to the leaflets and by securing new subscribers to the magazines. Indeed, her strongest efforts should always be for increased subscriptions to *Woman's Work* and *Over Sea and Land*.

She should ask each of the local Literature Secretaries to meet her at these gatherings, so giving an opportunity for conference and for the examination and purchase of new leaflets.

(3) She should keep leaflets on hand so that Auxiliaries can order directly from her, and send to each Literature Secretary, semi-annually, a classified list and samples of new leaflets, having at her disposal money from the Presbyterian Contingent Fund, for samples and postage. Money must accompany all orders. Literature for Presbyterian meetings should be ordered two weeks in advance.

(4.) Each Presbyterian Literature Secretary will be furnished a sample file of leaflets for reference. Twice annually she will receive specimens of new leaflets. This permanent file should never be disturbed but be passed intact to the new Secretary.

* See leaflet, Secretaries of Literature.

(5.) She should encourage the Auxiliaries to use leaflets and letters at their meetings, instead of missionary speakers, home on much-needed furloughs.

(6.) A resignation, or the appointment of a new Secretary, should be promptly reported at headquarters, with name and address.

(7.) At the close of the year each Secretary shall send a report to headquarters, with hints of methods found to be successful.

PRESBYTERIAL SECRETARY OF YOUNG PEOPLE'S WORK.

The Presbyterian Secretary of Young People's Work should aim to secure the organization for missionary work of the young people and children of every church in the Presbytery and to stimulate to greater activity the existing organizations. A comparison of reports from year to year will show where special help is needed and all the Young People's Societies and Bands should be made to feel that they may look to her for suggestions.

She should be in constant correspondence with the Young People's Secretary at Philadelphia and with the Synodical Secretary, if there is one. She should make herself familiar with the literature that will be helpful to young people and co-operate with the Secretary of Literature to secure wider circulation of the magazines and leaflets.

If the blanks for annual reports are sent out by the Corresponding Secretary and returned to her, they should be passed on as soon as possible to the Young People's Secretary, that she may have access to the information that they contain.

At the Presbyterian meeting she will be the one to gather the leaders of Bands and Young People's Societies for con-

ference on methods of work or to conduct a Young People's Hour. Opportunity should be given her to make a report of her work and to present any suggestions or appeal which she feels to be necessary.

No officer should be selected with more care. She should be a person of culture, fertile in resources, of some experience in work among the young, and of such personal qualities as shall win their confidence and respect. She will need much tact, patience, love and much prayer, if she is to make her work a success.

PRESBYTERIAL MEETINGS.

Some Presbyterian Societies hold two meetings a year. In others an annual meeting is deemed sufficient. One entire day is usually devoted to the meeting; the morning being given to routine business, such as reports of Treasurers and Secretaries, the afternoon to missionary addresses or papers prepared by home workers, and the evening to a general popular meeting. The programme should be prepared and speakers engaged months in advance. A mistake is sometimes made of over-crowding the programme. The exercises should be carefully timed and should begin and close promptly.

A question box or conference on methods of work is a helpful feature, if judiciously managed. The leader should know on whom to call for answers to questions and be able to keep the discussion to the point. She should not talk much herself but simply keep the ball rolling.

In smaller Societies brief, bright reports may be called for from the local Societies and the exercises varied by asking the delegates to respond to the roll call with a single verse of Scripture.

Auxiliary Societies.

An Auxiliary Society in every church and every woman enrolled as a member, is the aim set before us. To secure an organization in a church where none exists, the sympathy and co-operation of the pastor should be sought, and personal effort used to reach those who through ignorance do not recognize the importance of the work. The condition of women in unevangelized lands and their need of the help of their Christian sisters are the reasons for this *woman's* work, and the object of organization is to increase knowledge, to provide funds for the support of the work and to enlist united prayer for the blessing of God upon it.

CONSTITUTION FOR A WOMAN'S FOREIGN MISSIONARY SOCIETY.*

ARTICLE I.—This Society shall be called the WOMAN'S FOREIGN MISSIONARY SOCIETY OF THE PRESBYTERIAN CHURCH IN —————.

ARTICLE II.—Its object shall be, in connection with other Societies in the Presbytery of ————— to aid "The Woman's Foreign Missionary Society of the Presbyterian Church," Philadelphia, in sending to foreign fields and sustaining female missionaries. Bible readers and teachers, who shall labor among women and children; also in the support of schools and other work authorized by the Parent Society.

ARTICLE III.—Any person may become a member of this Society by the payment of a regular weekly, monthly, or annual pledge, according to her ability to contribute to the cause.

* See note page 17.

ARTICLE IV.—The officers of this Society shall be a President, Vice-President, Secretary and Treasurer.

ARTICLE V.—The President shall preside at all meetings, and have a general oversight of the work; in her absence the Vice-President shall act.

ARTICLE VI.—It shall be the duty of the Secretary to record the proceedings of the Society, give notice of meetings, and prepare the Annual Report. She must at once inform the Secretary of the Presbyterian Society of the organization of this Society, giving the name of the church and post-office address, if different, and also fill out and return promptly the blank furnished for the Annual Report.

ARTICLE VII.—The Treasurer's duty shall be to report the state of the Treasury at every meeting, and send the funds quarterly or semi-annually to the Presbyterian Treasurer. Her accounts should be audited annually by a competent person.

ARTICLE VIII.—This Society shall hold stated meetings (monthly, if possible,) when all suitable measures shall be adopted to promote interest in this branch of Missionary work. The Annual Meeting shall be held ————— at least two weeks before the Annual Meeting of the Presbyterian Society, at which time officers shall be elected, and the Annual Report read.

ARTICLE IX.—This constitution can be amended by a vote of two-thirds of the members present. Notice of the proposed change must be given at the previous meeting.

BY-LAWS.

(I.) All meetings shall be opened with scripture reading and prayer.

(2.) Five members shall constitute a quorum at the business meetings of the Society.

(3.) All members are invited to join in a concert of prayer to be observed during a part, at least, of the hour between five and six o'clock on Sabbath afternoon.

(4.) Subscriptions for *Woman's Work for Woman* and *Over Sea and Land* should be secured by the Literature Secretary.

HINTS TO AUXILIARY WORKERS.

Do not let your Society become a "one woman" Society. While much depends upon the intelligence, efficiency and enthusiasm of the officers, the co-operation of every member is necessary. The President may exercise much tact and discrimination in ascertaining the lines of work to which each member is adapted.

The officers should constitute an EXECUTIVE COMMITTEE who should meet frequently to consult about the work of the Society.

THE MEETINGS may be held in the church parlor, but sometimes a larger attendance is secured by gathering in the homes of members. Begin and close promptly and let the programme be carefully prepared. To secure variety and enlist a greater number of workers, a Programme Committee may be appointed each month. Sometimes a programme for the year is prepared and printed for distribution, the names of those who are to take the principal parts being given and time allowed for fresh news or any unexpected features to be added. The topics assigned by the Board of Foreign Missions are generally used and information on those topics will always be found in the magazines for the month. A suggestive programme is furnished each month in *Woman's Work for Woman*.

Some Societies prefer to take a longer time for the study of a single field, making more thorough investigation of its geography, history, and customs, as well as its missionary work, past and present, than is possible in a single meeting. When this plan is adopted a few minutes should be allowed at each meeting for items on the subject for the month.

The Society may be divided into groups, to each of which a country is assigned, with the expectation that they shall watch for news from that country and present it when called for.

Essays, letters, readings, and music may form features of the programme, or the information may be given in the form of tourists' letters, messages from the watch-tower, sketches of missionary heroes, discussions, question and answer exercises, question box, etc. "Tell us the story of Paton or Mackay" is a wiser request than one for a written sketch.

THE DEVOTIONAL EXERCISES should be made prominent. Let the singing be spirited, under good leadership, the hymns appropriate; the Scripture reading carefully selected, not too long, and any comments by the leader brief. Responsive readings* or verses on a topic written out and distributed may be made impressive. In the latter case let the writing be very distinct and the slips so numbered that no mistake may be made.

All prayers should be short, the petitions definite. The needs suggested by the hour's study should be remembered and any special work for which the Society is responsible. Sentence prayers† written or printed on slips of paper, sometimes in Scripture language, may be distributed for the use of the timid.

* See Missionary Exercises No. 1, 2, 3, 30 cents each. Bible Light on Mission Paths, 30 cents, and other Bible readings.

† See leaflet Sentence Prayers 1 cent, 10 cents per dozen.

THE SOCIAL element may be combined with more serious effort. A missionary reception, with judicious use of curios, costumes, maps, flags and other decorations, or a missionary tea, in connection with an annual meeting or when a missionary guest or an officer of the Presbyterial Society is to address the Society, may attract others than the regular attendants and afford opportunity for consultations and for increasing acquaintance that will result in greater activity and efficiency.

RAISING MONEY.—It is expected that the money raised by the Auxiliary should not interfere with the regular contributions of the church for Foreign Missions. If a Society has assumed a Special Object* let it recognize its obligation always to raise the amount pledged and aim to advance from year to year.

The congregation may be divided into districts and collectors appointed to receive the contributions. Give every woman an opportunity to contribute, whether able to attend the meetings or not. Envelopes or mite boxes may be distributed for weekly or monthly offerings, or quarterly or annual subscriptions secured.

Obtain instructions from the Presbyterial Treasurer† as to the time when remittances are expected and forward funds promptly, always stating distinctly the name of the Society and the object for which the money is intended.

A CONTINGENT FUND for necessary expenses may be raised by means of a mite box passed for small offerings at each meeting.

PRAISE MEETINGS.‡—Thankful for the special mercies

* See article on Special Objects, page 12.

† See Hints to Presbyterial Treasurers, page 25.

‡ Praise Service Invitations 25 cents per 100. Various exercises and leaflets for Praise Service are issued by Woman's Foreign Missionary Society.

of the year and for the constant blessings of life in a land of Christian privileges and Christian homes, an annual Praise or Thanksgiving meeting affords an opportunity for an expression of such gratitude. Careful preparation is necessary to make such an occasion profitable. Invitations should be sent to each woman in the congregation, accompanied by an envelope for her offering.

An appropriate programme should be arranged and every effort made to secure a full attendance. The offerings should be in addition to the regular subscriptions and may be accompanied with slips of paper on which a text of Scripture or mention of special causes of thanksgiving is written. No names should be given and no one allowed to feel that a small offering will not be acceptable.

THE AUXILIARY SECRETARY OF LITERATURE* should do her part towards having every woman in her own church alive to the interests of Foreign Missions by securing her subscription to *Woman's Work* and *Over Sea and Land*. She should have a blank book with the list of her subscribers' addresses and date of their subscriptions, and should forward renewed subscriptions before the expiration of former ones.

She should examine carefully all sample leaflets sent to her, and call the attention of the officers of the Auxiliary, the Bands, and the Christian Endeavor Societies to the leaflets that will prove most helpful to each.

When ordering leaflets she should send money with her orders sufficient to include postage.

She should send a full report of her work to the Presbyterian Literature Secretary at the close of each year.

* See leaflet Secretary of Literature.

HELPS FOR AUXILIARY WORKERS.

A BLACKBOARD upon which a few statistical facts may be written to catch the eye and impress the memory.

FILES OF MAGAZINES.—*The Church at Home and Abroad, Woman's Work for Woman, Over Sea and Land*, the property of the Society carefully preserved for reference.

ITEM ENVELOPES, labeled with the names of the fields, in which newspaper clippings may be collected.

PICTURES illustrating scenery or customs, pasted on cards or in a scrap book.

LEAFLETS* AND OTHER PUBLICATIONS of Woman's Foreign Missionary Society to be distributed through the Society or kept for reference.

MISSIONARY LIBRARY for reference and home reading. This may be made an annex of the Sabbath-School library.

MAPS.†—These are indispensable. If unable to purchase and too far from headquarters to rent, satisfactory maps may be drawn on the blackboard or on large sheets of paper or muslin.

POSTAL CARDS to remind forgetful members and dainty NOTES OF INVITATION to newcomers.

The officers and members of the Auxiliary should have an oversight of the work among the young people and children of the church. The young women should be made to feel welcome in the Auxiliary and their help enlisted to increase the interest of the meetings. They will be the ones to carry on our woman's work in the future and should be acquiring experience and preparation now.

* See Publications, page 14.

† See Leaflet Maps and Money price 2 cents. Charge for renting maps 10 cents, besides transportation.

Young People's Organizations.

In work among the young the *educational* feature should be made prominent. To give definite information or to teach them to find it should be the aim of the leader, and the work offers very precious opportunity for personal influence. The young should be taught loyalty to their own Church Board in the appropriation of funds and conscientious fulfillment of all obligations assumed. They should learn to give of their very own, and high standards of generosity and self-denial should be set before them. The importance of prayer should also be emphasized.

The hints already given to Auxiliary Workers* and the helps suggested are equally appropriate for the workers among the young.

Leaflets relating to missionary work in Bands and Christian Endeavor Societies, Exercises, etc., will be found among the publications of the Woman's Foreign Missionary Society.†

CONSTITUTION

For Young People's Societies and Mission Bands.

ARTICLE I.—This Society shall be called the————
———— of the Presbyterian Church of ————

ARTICLE II.—Its object shall be to arouse a greater interest in Foreign Missions among the young people and children in this church, and to aid the Woman's Foreign Missionary Society of the Presbyterian Church in its work among women and children.

ARTICLE III.—Any one may become a member of this Society by the payment of ——— monthly to the Treasurer of the Society.

* See pages 32-36.

† See page 14.

ARTICLE IV.—The officers shall be a President, Vice-President, Secretary and Treasurer.

ARTICLE V.—The President shall preside at all meetings and have a general oversight of the work. In the absence of the President the Vice-President shall preside.

ARTICLE VI.—It shall be the duty of the Secretary to record the proceedings of the Society, give notice of meetings and prepare the annual report; also to fill out the blank furnished by the Presbyterial Secretary each spring and return it at the appointed time, with any items of interest concerning the condition of the Society and its work.

ARTICLE VII.—It shall be the Treasurer's duty to take charge of all money contributed by the Society, to report the state of the Treasury at each meeting, and to forward the funds regularly to the Presbyterial Treasurer or to the Treasurer of the Auxiliary Society of this Church.

ARTICLE VIII.—Regular meetings for the study of missionary subjects and prayer shall be held on the ———
———— The Annual Meeting shall be held —————
at which time officers shall be elected and the annual reports of Secretary and Treasurer shall be read.

ARTICLE IX.—This constitution may be amended by the vote of two-thirds of the members present. Notice must be given of the proposed change at the previous meeting.

BY-LAWS.

(1.) A small number, as three or five, shall be agreed upon as a quorum to transact business.

(2.) The meetings shall be opened with devotional exercises.

(3.) It shall be part of the work of the Society to secure subscriptions for *Woman's Work for Woman*, and *Over Sea*

and Land and to see that subscriptions are renewed when they expire.

(4.) The members shall keep in mind the concert of prayer for missionary workers to be observed during a part, at least, of the hour between five and six o'clock on Sabbath afternoon.

MISSION BANDS.

A bright, enthusiastic leader, the co-operation of mothers, the sympathy of the pastor,—secure these and the success of your Band is almost certain.

The ideal plan is that of graded Bands, the children passing from grade to grade, as they advance in age, promotion in some cases depending upon an examination and a certificate of graduation being awarded.

A few points are clearly settled and may be laid down as rules :—

Give the children themselves as much responsibility as possible. To accomplish this have a larger number of committees than would be necessary in an older Society.

Let the part assigned to each child in the programme be very short and, if possible, rehearsed beforehand to secure correct pronunciation and good delivery.

Let the leader's part be thoroughly prepared and given in an interested way. Never read anything, unless a very short story. What is told will hold the attention much better.

THE YOUNG WOMAN'S SOCIETY

is closely related in purpose and methods to the Woman's Auxiliary* and it is expected that the young women

* See page 30.

shall, at a suitable time, pass from the former to recruit the latter, leaving their places to be filled by the younger girls from the Bands. The meetings may be held in the afternoon or evening to suit the convenience of the members.

THE CHRISTIAN ENDEAVOR SOCIETY

organized for loyal service "for Christ and the Church" finds one of its opportunities in active and intelligent participation in the missionary work of its own denomination. A Missionary Committee, working in harmony with the Prayer Meeting Committee should secure the setting apart of one service each month for a missionary meeting, the methods already suggested for study* being adapted to the purpose. The two cents a week pledge suggested by Mr. Fulton, of China, has been adopted by many Christian Endeavor Societies and is a good beginning in forming the habit of systematic giving, which should lead on, with those who are able to do larger things, to the proportionate giving, "as God has prospered."

Contributions for work under the care of the Woman's Society should be sent through the Presbyterian Treasurer.

THE JUNIOR CHRISTIAN ENDEAVOR SOCIETY

is in so many churches taking the place of the Mission Band that it is important that missionary work should be introduced as part of the regular plan of the Society. The missionary meeting, for which all the helps familiar to Band leaders will be available, may be made the most attractive of the month. If the Superintendent does not feel competent for this part of the work, the help of one or more members of the Auxiliary, the Young Woman's Society or the

* See Hints to Auxiliary Workers page 32.

Missionary Committee of the Y. P. S. C. E. may be enlisted. It is expected that the contributions of the Junior Christian Endeavor Societies shall be sent to the Presbyterial Treasurer for work under the care of the Woman's Foreign Missionary Society.

Blanks will be furnished for annual reports of both Y. P. S. C. E., and Junior Christian Endeavor Societies working in connection with the Woman's Foreign Missionary Society.

SABBATH-SCHOOLS.

It is understood that, as a general rule, the missionary offerings of the Sabbath-schools shall be sent directly to the Board of Foreign Missions and not through the Woman's Society. The women of the church, especially those who are teachers, may, however, exert much influence in securing such offerings and furnishing suitable information. The quarterly review Sabbath is sometimes devoted to a missionary exercise, different parts of the programme being assigned to particular classes. In country districts, where the children cannot easily be gathered for a week-day meeting, a Sabbath-School Missionary Society is sometimes organized, holding its meetings after the regular session or devoting the review Sabbath to that purpose.

In the *Primary Sabbath-school* the teacher may combine much missionary instruction with the Bible Lesson. The children will look forward eagerly to the missionary Sunday when pictures and stories give them glimpses of life in the lands where the boys and girls are taught to bow down to idols. Some teachers give ten minutes each Sunday to a little missionary talk. Care should be taken to make the very little ones understand to what use their missionary pennies are to be devoted.

LITTLE LIGHT-BEARERS.*

Even the babies of the Presbyterian Church are offered a place in the missionary ranks. The Little Light-bearers' certificate testifies to the payment, in the name of the child, of twenty-five cents each year, for the purpose of sending gospel blessings to the little ones born in lands of heathen darkness. Such payments are continued for the first five years of the child's life, after which Mission Band or Primary Sabbath-school give opportunity for more active share in the work. The enrollment of names of Little Light-bearers may be secured by a committee of the Auxiliary or Band or Christian Endeavor Society. The annual fee will go into the treasury of the Society and pains should be taken to follow it up from year to year. The parents of every child who is baptized may be invited to enter the child's name as a Little Light-bearer and an annual reception to the babies and their mothers will help to sustain the interest. The object is not only to raise money, but to introduce missionary influence into homes where it has had no place.

BOYS' BRIGADES.

Some of our peace-loving friends object to the military feature in the juvenile life of the Church. But the figure of Christian warfare is a Scriptural one and is nowhere more appropriate than in the contest with the forces to be met in missionary work. If our boys can be made to appreciate the heroic side of that work by familiarity with the names of Martyn, Livingstone, and Moffat, as well as the more modern heroes, we may have greater hope of their

* Little Light-bearers' Certificates—postage six cents per dozen.

future help in sending the gospel of peace into all the world. The military discipline of the Boys' Brigade is a protection against some of the difficulties familiar to those who have tried to work with fun-loving boys. A monthly missionary meeting is held by many of the Boys' Brigades and boys appreciate the drill in parliamentary law necessary for the proper conducting of such a meeting as much as the experience acquired in military tactics.

MISSIONARY RALLIES.

A Rally of the Young Peoples Societies and Bands of a church, neighborhood or Presbytery, held in the early fall often gives an impulse to the work for the winter that will repay all the trouble and expense that it may cost. Make an attractive programme, including familiar hymns to be sung under good leadership, responsive reading, exercises by selected Bands, a report of the year's work and one or more short addresses by interesting speakers. Any special work expected of the young people should be presented at this time and every effort made to stimulate their interest and loyal activity.

Rules of Order

Prepared for use in Presbyterian and other auxiliary meetings of the Woman's Foreign Missionary Society.

(1.) The President shall take the chair promptly at the time appointed for the meeting and open the session with devotional exercises.

(2.) At all meetings a certain number of members, three, five, seven or more, called a quorum must be present in order to transact business.*

(3.) The Secretary shall read the minutes of the last meeting. If the Secretary is absent, some one shall be chosen to take her place temporarily. When the minutes are read, let the President say, "Are there any corrections? If not, the minutes stand approved as read." If there are any corrections, they shall be made during the reading or at its close. The President shall then say, "The minutes as corrected, stand approved."

(4.) The following is the customary order of business :

- (1.) Devotional Exercises.
- (2) Roll Call.
- (3.) Reading of Minutes and approval of same.
- (4.) Reports of Standing Committees.
- (5.) Unfinished Business.
- (6.) New Business.
- (7.) Appointment of Special Committees.
- (8.) Report of Special Committees.
- (9.) Adjournment.

(5.) At annual meetings the order of business is somewhat different. It may be as follows :

- (1.) Devotional Exercises.

* The Constitution of each Society shall decide on the number required for a quorum.

- (2.) Roll Call by Recording Secretary.
- (3.) Reading of Minutes of last meeting and approval of the same.
- (4.) Report of Corresponding Secretary.
- (5.) Report of Treasurer.
- (6.) Appointment of Committees, as Nominating, On Resolutions, etc.
- (7.) Addresses.
- (8.) Reports of Special Committees.
- (9.) Adjournment.

MOTIONS.

(6.) All business shall be brought before a meeting by a motion. When a member makes a motion it shall not be acted upon until it is seconded.

(7.) When a motion is seconded, the President shall distinctly state the motion and say, "Are there any remarks?" If no remarks are offered the President shall put the question thus, "All who are in favor of this motion will say Aye." When those in favor have voted, the President shall say, "All those who are opposed will say No." She shall then announce that the motion is carried or lost as the case may be. If there are any remarks, the motion, or as it is sometimes called, the question, shall be voted on as soon as the debate closes. In case of a tie, let the President's vote decide the question.

(8.) An original motion may be amended by a motion to add to it, or to strike out a part, or to substitute for a part or the whole of it something else, which motion to amend must be seconded.

(9.) An amendment shall always be voted on before the original motion. If lost, then the original motion is considered, but if carried, the President shall say, "All who are in favor of the motion as amended will say Aye," etc.

(10.) An amendment can be offered to an amendment, but no further amendment is in order. When an amendment to an amendment is offered it must be acted on first, then the amendment is acted on and then the original motion.

(11.) When it is thought best to stop debate on a question till some future time or to drop it altogether, let some member say, "I move that the question be laid on the table." The vote on such a motion should be taken without debate. If carried in the affirmative it shall not be in order to take up the subject again during the same meeting without a vote to re-consider.

(12.) The motion "to re-consider," must be made by one who voted with the prevailing side.

(13.) When a member notices a breach of order, she can say, "I rise to a point of order," stating her objections, without debate. The President shall decide at once whether the matter referred to was "in order" or "out of order."

(14.) When a member is dissatisfied with a decision of the President, she may appeal from the decision saying, "I appeal from the decision of the Chair." If seconded, the President shall say, "Shall the decision of the Chair stand?" and take the vote without any debate, and announce the result. Either a majority or a tie vote sustains the Chair.

COMMITTEES.

(15.) Committees are of two kinds, Standing Committees and Special Committees. A Standing or Permanent Committee holds office from year to year. A Special Committee is appointed for a particular purpose and when its work is accomplished, the Committee is discharged.

(16.) A Committee consists of three or five persons, and is usually appointed by the President.

(17.) The first person named on a Committee is considered the Chairman of the Committee.

(18.) When a Committee is expected to report during the meeting, they shall ask for leave to retire for consultation.

When ready, the Chairman shall read the entire report, and some member shall say, "I move that this report be accepted."

It must be remembered that the acceptance of a report does not mean that it is adopted. A motion to accept takes the report and its subject out of the hands of the Committee to be considered by the meeting and dealt with as it pleases. The meeting must then complete the business about which the report is made by a motion either to adopt, or to amend, or to re-commit to the Committee, or to reject it altogether.

(19) A Committee is only properly discharged by a vote to that effect.

(20.) When a Committee appointed to nominate officers is ready to report, the President shall ask someone else to take the chair, unless she has positively refused to serve another term and is sure she will not be re-nominated.

(21.) While business is going on no one shall engage in private conversation without express permission, nor shall members address one another except through the presiding officer.

(22.) In all cases of perplexity the President should remember the advice of an eminent writer on parliamentary law. "The great purpose of all rules is to subserve the will of the assembly rather than to restrain it, to facilitate and not to obstruct the expression of their deliberate sense"

A Few Words to Delegates.

The word delegate conveys an idea of personal accountability which it is well to remember. Think of yourself as standing in the place of your Society as its agent and deputy in a meeting where it has a right to be represented and take part, and you will see that its business should be your first object. Sight-seeing, shopping, the meeting with old friends and making new acquaintances, all this may be well in its place, but be sure that the best efforts of mind and body are given to the work you came to do.

You may feel that your part in this work appears small in the eyes of prominent and experienced workers. You may say "I have no influence. I am not needed here." If you have any such thoughts study those weighty words of the greatest of foreign missionaries which you will find in 1 Cor. 1 : 27-30.

If possible attend all the meetings. Be present and quietly seated at the opening of each session. The tardy comer is often a loser, and always disturbs others, especially the presiding officer whose difficulties can seldom be appreciated except by those who have been in her place. You may not speak, but your earnest undivided attention is very encouraging to those who do.

Even if you have good ears take a front seat, particularly if you have provided yourself with a note-book and intend to use it. Resist the inclination to whisper for the sake of everyone in the room. Conversation behind screens, in distant corners of the house, or in the vestibule is not in order. Those who cannot hear add to the noise by their complaints, and the low murmur which soon fills the house drowns the voice of a speaker who might otherwise be heard.

If you have a report to give, address the Chairman first, and then if possible face the audience. Whether you read or speak, hold up your head and aim to reach with your voice those farthest from you.

Of course you expect to give a report of the meeting to your Society. You have been listening and observing for them and want to carry home the enthusiasm as well. Make good use of your note-book. Without its help you will scarcely know where to begin, or what to emphasize. While it is well to speak of hospitality and good cheer, of music and flowers, it is better to dwell on the central theme, the work of foreign missions, telling of new methods, of news from the field, of prayer offered and answered and of exhortation as it came from the lips of those whose messages reached your heart. Statistics, too, are helpful. Hard facts that may be remembered for a lifetime can be gathered at almost every live missionary meeting.

Suggestions for All Workers.

All publications mentioned in the foot-notes, can be ordered from the headquarters of the Woman's Foreign Missionary Society of the Presbyterian Church, Philadelphia. When no price is mentioned send stamps for postage.

Time will be saved if orders for leaflets, mite boxes, etc., are addressed simply Woman's Foreign Missionary Society, and not to either of the Secretaries.*

Communications from headquarters or from Presbyterian officers, whether printed or written, should always receive

* See page 9.

prompt and careful attention. If information asked for cannot be given at once, acknowledge by postal card and answer fully as soon as possible.

Study all departments of the Hand Book that you may have a thorough understanding of the whole plan of organization.

Always be punctual in attendance and thoroughly prepared for any duty assigned to you.

In taking part in a meeting always speak in a distinct tone, and loud enough to be heard in the most remote part of the room.

Let your giving be systematic, conscientious, self-denying. A constantly enlarging work requires constantly increasing contributions. Do not let appeals for work outside of our own Church diminish your offerings to the regular work.

Remember that all our giving and all our effort are of no avail without the blessing of God. In your closet, at your family altar, in your meetings seek for that blessing. "Pray for us" is the constant request of our missionaries.

Recognize your personal responsibility to make this work successful.

"We must not think and speak of the Society as though it were a far off thing, a mere piece of machinery with which we have no vital connection. In a deeper sense than Louis XIV. dreamed of when he said, 'I am the State,' each of us can say, 'I am the Society, or at least an integral part of it.' To each is given a place, and work. Let each find her place, and, standing in it, do all in her power to advance the work of the Kingdom."

—*Missionary Link.*

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